

## State of Vermont Internship Program

#1:

### Foster Home Recruiter

Newport

*Agency of Human Services*

*Department of Children and Families, Family Services Division*

**Position Objective:** To provide community education regarding the foster care system, involve local partners in the foster care system and recruit more homes.

**Major Tasks:** Assist the Resource Coordinator with recruitment, perform outreach, attend informational events, create and distribute marketing materials.

**Final Product or Outcome:** Increased community awareness regarding foster care and a new list of community partners willing to support the efforts of the division.

**Estimated Hours per Week:** 10+ hours per week, flexible

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will be personable and able to work both independently and with a team. Must abide by confidentiality rules and have own transportation.

#3:

### Marketing Intern

Waterbury

*Agency of Human Services*

*Department of Disabilities, Aging, and Independent Living, Division of VocRehab*

**Position Objective:** To produce marketing brochure that tells success stories with pictures of VocRehab consumers and their employers.

**Major Tasks:** Conduct phone interviews with VocRehab consumers and their employers. Create written stories that include the information collected during phone interviews. Obtain permission to publish stories. Obtain photographs with assistance from local office. Edit stories, use a graphic design set that VR has developed.

**Final Product or Outcome:** A print and web brochure.

**Estimated Hours per Week:** 6-8 hours per week, flexible

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will have strong interviewing and writing skills, basic computer proficiency, and graphic design skills.

#4:

### Web Developer Intern

Waterbury

*Agency of Natural Resources*

*Central Office, Division of Management Services*

**Position Objective:** To improve the Human Resource website so that it is graphically interesting, user friendly and reflects best practices.

**Major Tasks:** Organize and update the Human Resource intranet website pages with additional features that allow for increased use, assist the business office in developing its first webpage, research public and private human resource websites.

**Final Product or Outcome:** A revised and revitalized human resources webpage.

**Estimated Hours per Week:** 6-8 hours per week, flexible

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will have knowledge or training in one or more of the following areas: Web Site Development, e-Business Management, Computer Information Technology, Computer Networking and Information Security, or Graphic Design and Digital Media.

## State of Vermont Internship Program

#6

### Videographer Intern

Waterbury

*Agency of Natural Resources*

*Central Office, Division of Management Services*

**Position Objective:** To produce videos for State Parks.

**Major Tasks:** Capture and edit video of State Park staff and visitors in training sessions and parks. Produce videos for State Parks website, conferences and legislature.

**Final Product or Outcome:** The creation of State Park Videos.

**Estimated Hours per Week:** To be determined, negotiable

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will have strong communication skills, artistic ability and a willingness to travel to parks throughout the State on nice days, evenings and weekends.

#7

### Application Developer Intern

Montpelier

*Agency of Administration*

*Department of Information and Innovation, Data Centers*

**Position Objective:** Application development to address business needs.

**Major Tasks:** Analyze, design and develop application programs to address business needs.

**Final Product or Outcome:** Creation of scheduler application for execution of unattended jobs, security application for physical access security data, security application for RACF data.

**Estimated Hours per Week:** 20-40 hours per week, negotiable

**Compensation:** Possibility for payment exists.

**Minimum Qualifications:** The ideal candidate will be familiar with application development cycle and proficient in MS Access VBA, MS Outlook VBA and MS Excel VBA. Knowledge of VB.NET is a plus.

#8

### Information Technology Intern

Montpelier

*State's Attorney's Office*

**Position Objective:** Assist with the implementation of new computers and systems for the department while providing some end user support.

**Major Tasks:** Deployment of reimaging procedure and configuration of new image for active directory domain environment. In addition there will be some tech support.

**Final Product or Outcome:** Fully domain qualified network with remote administration and centralized data storage and backup running for the purpose of fully optimized computers.

**Estimated Hours per Week:** 20 hours per week

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will have strong knowledge of desktop hardware and software. Previous experience with customer support and knowledge of domain and network environments is preferred.

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#9:

### **American Recovery and Reinvestment Act Intern**

Montpelier

*Agency of Administration*

*Office of Economic Stimulus and Recovery*

**Position Objective:** Learn about ARRA funding by working with ARRA directors on grants.

**Major Tasks:** Assist with web, copy and edit. Maintain the database. Attend meetings. Answer calls.

**Final Product or Outcome:** To develop a better understanding of the funding process for federal and state government.

**Estimated Hours per Week:** To be determined

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will have completed one year of college coursework.

#10

### **Security Specialist Intern**

Montpelier

*Agency of Administration*

*Department of Building and Grounds Services, Division of Safety and Security*

**Position Objective:** To assist with security-related issues such as COOP, emergency preparedness, ASAP planning or other similar duties.

**Major Tasks:** Assist Department personnel collect information and work as a liaison.

**Final Product or Outcome:** Additional experience with emergency preparedness, security operations and procedures.

**Estimated Hours per Week:** 20-30 hours per week, negotiable

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will have an Associate's Degree and/or Bachelor's Degree. Security Experience preferred.

#11

### **Assistive Technology Reuse Project Assistant**

Waterbury

*Agency of Human Services*

*Department of Disabilities, Aging, and Independent Living, Division of Vocational Rehabilitation*

**Position Objective:** Assist the Assistive Technology (AT) Reuse Coordinator in expanding the Reuse project, developing the AT exchange website [www.getATstuff.com](http://www.getATstuff.com), and creating new durable medical equipment reuse projects.

**Major Tasks:** Assist Department with web-site quality assurance checks, database development, gathering information from people who have used to web-site, and identifying inventory items using pictures, titles, and MSRP.

**Final Product or Outcome:** Communication logs, final reports, manuals regarding website quality and inventory identification.

**Estimated Hours per Week:** 10-15 hours per week, negotiable

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will possess computer skills, customer service skills, and experience operating a digital camera. The ability to work independently is preferred.